

# AUT Year 3 Physiotherapy – Foundational Clinical Placement Guide

## PHTY705 Managing Complexity in the Acute Care Environment

### 2026 Foundational Clinical Placement dates:

**Primary placement dates:** Monday 07 September – Friday 18 September 2026

Small group (Counties only): Monday 24 August – Friday 04 September 2026

### Alternative Placement Dates (approved SCA Extensions only):

Students with approved SCA extensions who couldn't attend or complete their placement will be scheduled on alternative dates, depending on supervisor availability. Dates will be confirmed individually with each student.

Approved SCA placements will start on one of the following Mondays:

- 9 November
- 16 November
- 23 November
- 30 November

### Clinical Placements – who is involved?

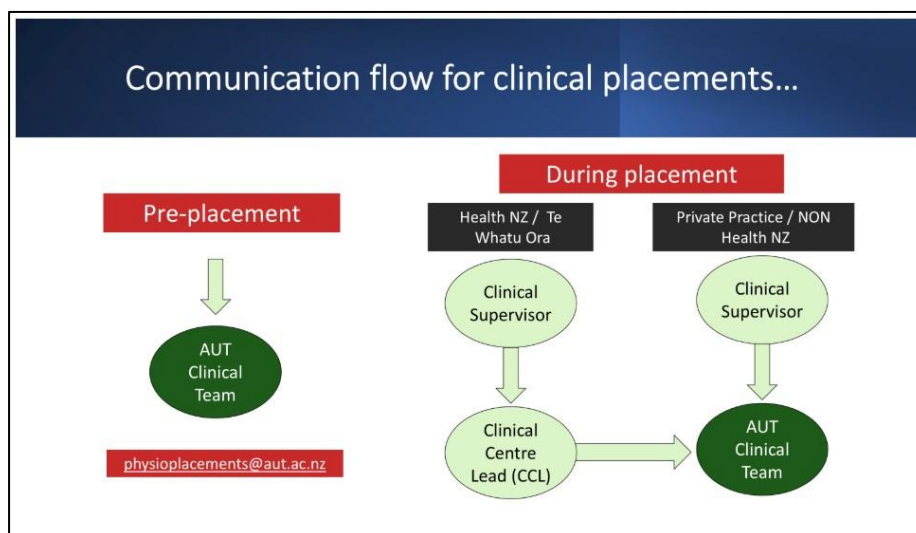
| AUT Glossary                         | Physiotherapy specific                                                                                                                                                                               | Explanation                                                                                                                                                                               |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clinical Placement</b>            | Year 3 = Foundational Clinical Placement                                                                                                                                                             | A practice site/sector in which a student undertakes clinical education experience and where competence is gained.                                                                        |
| <b>AUT Clinical Programme Leader</b> | Sarah Bonham-Lloyd<br><a href="mailto:sbonham@aut.ac.nz">sbonham@aut.ac.nz</a><br>(09) 921 9999 ext: 7427<br>Mobile: 021916242                                                                       | The member of staff based at AUT University who oversees the delivery of a discipline-specific clinical educational programme.                                                            |
| <b>AUT Clinical Coordinators</b>     | Nicole Harding<br><a href="mailto:nicole.harding@aut.ac.nz">nicole.harding@aut.ac.nz</a><br><br>Catherine Ferguson<br><a href="mailto:catherine.ferguson@aut.ac.nz">catherine.ferguson@aut.ac.nz</a> | The member of staff based at AUT University who arranges the clinical education experience elements of a discipline-specific paper.                                                       |
| <b>Placement Leader</b>              | <b>Clinical Centre Leader</b><br>(located at a Health NZ / Te Whatu Ora District (previously known as DHB))                                                                                          | The person based at the clinical placement who coordinates placements across a specific site/sector, and who liaises with the University, placement supervisors and students.             |
| <b>Clinical Supervisor</b>           | NZ Registered Physiotherapists                                                                                                                                                                       | The person based at the clinical placement who supervises and assesses students on clinical placements.                                                                                   |
| <b>AUT Clinical Administrator</b>    | Shirley Taylan<br><a href="mailto:physioadmin@aut.ac.nz">physioadmin@aut.ac.nz</a><br>(09) 921 9999 ext: 7719                                                                                        | The member of staff based at AUT University who liaises with AUT Clinical Programme Leader, Clinical Coordinator, and students to enable the operation of clinical education experiences. |

## Communications for Clinical Placements

While on clinical placement your primary point of contact is the **Clinical Supervisor**. If you are at a Health NZ/Te Whatu Ora location, you will also have a **Clinical Centre Leader (CCL)** for contact as well as the **AUT Clinical Team**: [physioplacements@aut.ac.nz](mailto:physioplacements@aut.ac.nz)

For all communications regarding **academic matters**, contact the Course Leader: Julie Reeve [julie.reeve@aut.ac.nz](mailto:julie.reeve@aut.ac.nz)

- The Clinical Supervisor will provide support to manage day to day student learning.
- **Health NZ / Te Whatu Ora:** The Clinical Centre Leader (CCL) will provide additional support while on placement, including co-ordination of placement selection, supporting the development of additional learning plans (where needed) and pastoral support. CCL'S communicate regularly with the Clinical Team at AUT.
- **Non-Health NZ services (private/NGO/Education):** AUT will provide additional support while on placement.
- ALL students can contact the AUT Clinical Team for any matters linked to their clinical placements at any time.
- **Before your placement starts:**
  - All students must send an **introductory email** to their supervisor (and CCL where relevant) **1–2 weeks before every placement start date**.
  - Guidance on what to include in the introductory email is available on Canvas.



### Step 1 Clinical Placement Allocation Process – Allocation to a Clinical Centre:

- Students **DO NOT find their own placements**; all placements require Clinical Access Agreements (CAA) between AUT and the placement provider.
- Students will be provisionally allocated to a **Clinical Centre** in Semester 1 by the AUT Clinical Team.
- **Final Clinical Centre** allocations will be confirmed in Semester 2.
- Clinical Centre allocations are ideally for both Year 3 and Year 4, however in extraordinary or special circumstances, these may change between years or during Year 4.

## Step 2 Clinical Placement Allocation Process – Allocation to a Placement Location/Site and

### Supervisor:

- Information with your exact placement location/site and clinical supervisor will be emailed to you. **Note:** placements may change if supervisor availability changes
- **If placed in a Health NZ service:**
  - The **CCL** will assign your exact placement site and supervisor.
  - You'll receive an email with details **2–4 weeks before your start date**, including where to meet on Day 1.
- **If placed outside Health NZ:**
  - The **AUT Clinical Coordinator** will assign your placement and supervisor.
  - You'll be emailed details **2–4 weeks before your start date**.
  - You must **contact your supervisor** to confirm where and when to meet on Day 1.

### Absence: Illness/bereavement (special considerations) during Clinical - what do you do?

- **Students MUST** call/contact the Clinical Supervisor(s) and CCL **before the working day begins**. Who and how to contact will be provided at the orientation; if this information was not provided at orientation, students must ask what the local policies/procedures are for contacting staff.
- **Students MUST** also **the Clinical Team** if they are sick or injured and unable to attend.
- If students cannot meet the clinical hours requirement for Year 3, the AUT Clinical Team will determine ability to pass the placement (case-by-case basis).
- If you are unable to attend the clinical placement for **3 or more days due to illness/injury**, **students MUST supply evidence** to support this absence.

## Travel & Accommodation During Clinical Placements:

- Students must arrange their own travel (and accommodation where required) for the duration of their placements.

## AUT Clinical Uniform:

- During placements students will wear the AUT Physiotherapy student uniform:
  - **AUT Physiotherapy Blackpolo top** – details on how to purchase will be provided by AUT
  - **Black trousers** - self-purchased
  - **Black sweatshirt or cardigan** (V, polo or round neck – NOT hoodies) – self-purchased
  - **AUT name badge** – if you have lost your name badge, contact [physioadmin@aut.ac.nz](mailto:physioadmin@aut.ac.nz) to order a new one. Pay at the Student Hub.
  - AUT Student ID card
  - Carry any other issued ID or security cards from the placement provider
- Wearing jewellery is discouraged, long hair must be tied back, and nails cut short.
- In Health NZ locations, hygiene standards must be followed (usually bare below the elbow)
- **Stethoscopes:** it is recommended students purchase their own stethoscope for clinical placements

## Student's concerns or personal issues during a placement:

### Students Raising Concerns During Placement

- First, try to discuss and resolve any concerns directly with your **Clinical Supervisor**.
- If this isn't possible or the issue isn't resolved, contact the **Clinical Centre Leader (CCL)** or the **AUT Clinical Team**.

All concerns are handled confidentially, and support staff will work with you to find solutions.

**Important:** Confidentiality may be limited if there are concerns about **student safety or the safety of others**. In these cases, the AUT Clinical Team may:

- Involve relevant AUT support services (e.g. counselling)
- Take further action, including **removal from placement if necessary**

Students' can access AUT support services via the Student Hub: <https://www.aut.ac.nz/student-life/support-services>

## Clinical supervisor concerns about student(s):

If there are any concerns about a student's skills, behaviours, attitudes or health and wellbeing, the Clinical Supervisor **MUST** notify either the **Clinical Centre Leader** or **AUT** as **soon as any concerns or issues arise**.

- Behaviour in the placement setting which jeopardises other people's safety will result in immediate withdrawal from the clinical placement.
- Conduct, whilst on clinical placement or in connection with that placement, which brings the University into disrepute will result in immediate withdrawal from the clinical placement.

## Student Professional Behaviour:

Whilst on clinical placement students are expected to:

- Be punctual.
- Wear the AUT clinical uniform (unless asked not to by the clinical supervisor)
- Wear the AUT name badge and carry student ID.
- Introduce yourself as a physiotherapy student.
- Maintain confidentiality of all information associated to the clinical experience (this includes kiritaki/patient information and organisational information from the practice location).
- Behave in a respectful manner to kiritaki/patients/clients/residents/consumers/carers and their families.
- Use electronic communication devices such as a mobile phone in accordance with the expectations of the practice location.
- Respond respectfully to the requests of staff at the practice location.
- Comply with policies and procedures of the practice location.
- Notify your clinical supervisor before the working day begins if you are unable to attend the placement.

- Follow the directions of their clinical supervisor and clinical placement staff.

Students are accountable for their conduct to the clinical supervisor and other clinical placement staff. The AUT Clinical Leader is ultimately responsible for the management of clinical placement performance issues.

### Alcohol/Drugs

Students will not present for clinical placement under the influence of alcohol and/or drugs.

### Confidentiality and use of Patient Information (personal and health information)

During clinical experiences, students will have access to **identifiable information about kiritaki/patients/clients**. Students and Healthcare professionals must always protect this information. Students may be asked to read and sign additional privacy and confidentiality agreements with the placement provider.

- **Students MUST** maintain privacy and confidentiality of all information relating to the clinical placement.
- **Students MUST NOT share or discuss** any information about kiritaki / patients / clients, staff, or clinical services in public spaces or via electronic communication (e.g. social media, messaging apps, email, photos).
- **DO NOT upload or enter ANY patient/client information into AI tools or systems** (e.g. OpenAI/ChatGPT or similar platforms). This includes
- **Students MUST** be familiar with the Guidelines for Responsible use of GenAI in Physiotherapy Clinical Placements available on Canvas.
- **Students MUST** always follow **privacy and confidentiality requirements** of the placement location.

**Maintaining kiritaki/patient/client, staff and service provider confidentiality is a professional and legal responsibility.**

### Medication Administration

Under no circumstances should students administer medication as part of this placement experience.

### Infection Prevention and Control

Students are required to be familiar with, and abide by, clinical placement policies and procedures regarding infection prevention and control precautions. These include good hygiene practices, particularly use of hand hygiene products and aseptic techniques. Some clinical placements may require students to wear masks.

### Moving and Manual Handling

Before students commence a clinical placement, they must have completed safe manual handling training appropriate to their programme and year of study. It is the student's responsibility to review information ensure that they are competent at using safe manual handling techniques to protect themselves, kiritaki/patients/clients and colleagues from injury.

## Eligibility for Students to Commence a Clinical Placement:

### Compliance - compulsory requirements in Semester 2:

- **Check your compliance APP:**
  - Make sure all items show 'clear' (or immunisations may show 'temporary clear').
  - Check your Police Vetting expiry date - it must be valid to at least October this year for Year 3 placements. If your police vetting will expire before December in Year 4, you **MUST** update it this Semester to be eligible for Year 4 placements next year.
- **Basic Life Support (including CPR):**
  - Enrol via the BLS tile on MCACE Home page.
  - *All students MUST complete this course*, even if you have done similar training before.
- **Mask Fit Testing:**
  - The Physiotherapy Clinical Administrator will email students with an allocated time and date.
  - Mask Fit testing is a mandatory requirement of Health NZ.

### Fitness to Practice & Academic Support:

- All students who have declared Fitness to Practice support or academic accommodations will be contacted by the Clinical Team early in semester 2 to arrange a meeting. The meeting will be to ensure students are appropriately supported while on placement and will:
  - Discuss any support or accommodations you may need during clinical placements,
  - Develop a support plan
  - Agree on who needs to know and how this information will be shared
- Some students may be required to provide an attestation from a health professional confirming they are fit to begin a clinical placement. Students will be advised if this applies to them and what documentation is needed before your placement starts.

## Year 3 - What AUT asks from Clinical Centres / Supervisors:

### Opportunities for students to:

- Be allocated (where possible in pairs) to a physiotherapy service setting
- Be allocated a clinical supervisor or team of supervisors
- Observe how their supervisor obtains informed consent and address other ethical and professional obligations
- Assist clinical supervisors (and/or rehab assistants / Year 4 students) with assessment and treatment tasks.
- Participate in team and in-service meetings or presentations that comprise any health-related business
- Spend time with and communicate effectively with other members of a patient's interprofessional health care team (where relevant), i.e., medical doctor, nurse, OT,SLT, SW, students from other disciplines etc. (e.g., one hour, half a day to a whole day)
- Read patient notes, begin to analyse medical information and relevant data
- Plan and conducts subjective assessments (taking an effective history from a patient)
- Students may work in pairs for the subjective assessment, where one student undertakes the assessment and the other provides support and feedback to the student pair on their interview skills (peer review)
- Form clear and relevant patient-centred goals
- Interpret information to identify kiritaki/patient/client main problems
- 'Shadow' write SOATAP (SOAP) notes / structure notes clearly and logically including all relevant information without excessive detail
- Identifies core physiotherapy services (relevant to this placement)
- Suggests how physiotherapy can assist/support each patient (with reasoning to support these suggestions)
- Be supported over the duration of the 2-week placement, receive weekly feedback, and be assessed on summative assessment at the end of the placement.

### Year 3 Clinical Placement – what is NOT expected?

#### It is NOT expected that

- Student(s) develop or implement treatment plans without clinical supervisor guidance/direct supervision.
- Clinical supervisor(s) may provide opportunities for progression of learning by students assisting with development of patient treatment/management plans and implementation of that treatment plan.
- Student(s) manage own patient caseload

## Assessment of the Year 3 Foundational Clinical Placement:

The Year 3 Foundational Clinical Placement is assessed using the Evaluation of Foundational Placement Competencies (EFPC). Students also complete three formative assessment tasks.

All information regarding the EFPC assessment, how to apply the marking criteria and formative tasks are available for students on Canvas and available for Clinical Supervisors either from the CCL or online: <https://www.aut.ac.nz/partnerships/employ-students-or-graduates/physiotherapy-clinical-supervisor-resources>

| Assessment title                                                        | Type                        | Completed by           | Due date                               |
|-------------------------------------------------------------------------|-----------------------------|------------------------|----------------------------------------|
| Year 3 Placement Agreement                                              | Formative task              | Supervisors & students | End of Day 2                           |
| Week 1 Reflective Review and Learning Plan                              | Formative task              | Students               | End of week 1                          |
| Patient Condition Log                                                   | Formative task              | Students               | End of week 2                          |
| Evaluation of Foundational Placement Competences (EFPC) assessment form | <b>Summative Assessment</b> | Supervisors & students | End of week 2 (final day of placement) |

### Summative Assessment: Evaluation of Foundational Placement Competencies (EFPC):

- The EFPC was designed with a dual purpose of providing **structured feedback** to *novice* students about their performance, **and evaluation** of the degree to which they are displaying attributes indicating readiness for subsequent placement programs.
- It focuses on **attributes that are not discipline-specific** and has demonstrated application across different health professions and in inter-professional learning experiences; it does not measure professional competence; this will be assessed on future clinical placements via the Assessment of Physiotherapy Practice (APP).
- The EFPC is a cumulative assessment of a student's **performance over multiple opportunities** whilst on placement experience.
- The EFPC has been evaluated to demonstrate **applicability in a range of learning settings** such as simulation or early 'traditional' placement experiences in clinics or with healthcare providers, whether in a block of consecutive days or as a cumulative series of linked experiences

### Assessment Domains:

- The assessment has six domains for rating student performance:
  1. Professional Behaviour
  2. Learner behaviour
  3. Communication
  4. Information gathering
  5. Documentation
  6. Understanding professional Scope



**Support to complete the EFPC:**

- Supervisors will be invited to an online training session prior to placement start dates.
- Students will be provided with a lecture session and information on Canvas
- A recording of the session will be available for those unable to attend.
- Support from the AUT Clinical Team will be provided during the placement.

**Submitting the completed EFPC form to AUT:**

- Supervisors will be provided with a copy of the EFPC by the CCL or AUT.
- Supervisors are asked to meet with the student(s) on or before the final day of the placement to discuss the completed EFPC form and provide verbal feedback.
- Supervisors MUST email the completed PDF form (preferably in electronic format) to: The student(s) and either:
  - Health NZ supervisors: to the CCL (CCL will forward all EFPC forms
  - Private, School and NGO supervisors: to AUT [physioplacements@aut.ac.nz](mailto:physioplacements@aut.ac.nz)
- Students MUST submit both their completed form and the supervisors completed form to Canvas.

## AUT Year 3 Foundational Clinical Placement – QUICK GUIDE:

| Task and timing              | Student                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Clinical Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Two weeks prior: Preparation | <ul style="list-style-type: none"> <li>Receive notification of placement location and clinical supervisor(s) from CCL.</li> <li>Complete introductory email and send to Clinical Supervisor.</li> <li>Complete any recommended reading.</li> <li>Review AUT lecture/lab tutorial notes / textbooks / evidence relevant to the area of practice you will be going to.</li> <li>Attend the preparatory lecture/tutorials.</li> </ul> <p><b>PRACTICE objective assessment techniques and treatment techniques with your student peers.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Preparation for placement:</p> <ul style="list-style-type: none"> <li>Watch the introductory and assessment videos.</li> <li>Read the assessment marking criteria/indicators (EFPC).</li> <li>Prepare: space, timetable, organise student(s) time with other team health professionals, set aside protected time to discuss initial expectations (start of week 1) and feedback to the student (end of week 1, and end of week 2).</li> <li>Start to complete the 'Year 3 Placement Agreement'</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Week One:                    | <ul style="list-style-type: none"> <li>Be orientated to the healthcare setting and gain security clearance and access (where required)</li> <li>Complete the Year 3 Placement Agreement with your supervisor and submit to Canvas by the end of Day 2.</li> <li>Assist your supervisor, PT/Rehab assistant, or Yr4 student, with kiritaki/patient/client assessment and/or management.</li> <li>Where possible observe and/or participate in interprofessional practice</li> <li>Shadow write kiritaki/patient/client notes, where possible, complete health record in medical notes.</li> <li>Undertake kiritaki/patient/client subjective assessments (this may be performed in pairs to provide peer-monitor and feedback)</li> <li>Update <b>Patient Condition Log</b> (available on Canvas).</li> <li>Read the assessment form and marking criteria.</li> <li>Complete the reflective review and learning plan prior to meeting with your supervisor.</li> </ul> <p><b>End of week one:</b></p> <ol style="list-style-type: none"> <li>Meet with your supervisor for reflection on your development in respect to the learning outcome.</li> <li>Submit your completed reflective review and learning plan to Canvas.</li> </ol> | <ul style="list-style-type: none"> <li>Orientation to physical setting, emergency procedures, policy and procedures, confidentiality, security, and where applicable: staff ID and security cards.</li> <li>Complete the Year 3 Placement Agreement with each student and email the completed copy to student(s) by the end of Day 2.</li> <li>Orientation to Physio team and other interprofessional team members Student(s) to assist you, PT/Rehab assistant or Yr4 student with kiritaki/patient/client assessment and/or management (observing AND participating).</li> <li>Where possible timetable student(s) to work-alongside or observe other interprofessional members.</li> <li>Provide opportunities for the student(s) to shadow write kiritaki/patient/client notes.</li> <li>Gain consent from kiritaki/patient/client for student(s) to carry out subjective assessments.</li> <li>Liaise with other clinical supervisors as required if needing to negotiate students working together.</li> <li>Gain consent for student(s) to carry out objective assessment tasks and participate with treatment</li> </ul> <p><b>Reminder: Discuss any concerns re: student performance with the Clinical Centre Leader or AUT as soon as they arise</b></p> <p><b>End of week one:</b></p> <ol style="list-style-type: none"> <li>Meet with student(s) to discuss their reflection on the assessment. Provide feedback and development in respect to the EFPC assessment form.</li> <li>If a student is failing (or potentially failing) any indicator at this time, you <b>MUST notify your CCL or AUT.</b></li> </ol> |

| Task and timing | Student                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clinical Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Week Two:       | <p><b>Continue to:</b></p> <ul style="list-style-type: none"> <li>assist, undertake assessments, shadow write notes and observe and/or participate in interprofessional practice.</li> <li>Update <b>Patient Condition Log</b></li> </ul> <p><b>End of week two:</b></p> <p>Prior to meeting with your supervisor:</p> <ol style="list-style-type: none"> <li>Complete your self-assessment of the assessment form and share it with your supervisor (bring a paper copy or email it to your supervisor before meeting)</li> <li>Meet with your supervisor for end of placement feedback and assessment results.</li> <li><b>You MUST obtain a copy of your supervisors completed assessment form (and submit this to Canvas).</b></li> <li>Fill-out Supervisor Feedback (as advised by the CCL or AUT).</li> </ol> <p><b>It is the student's RESPONSIBILITY TO ENSURE THE ASSESSMENT IS COMPLETED before the end of the placement.</b></p> | <p><b>Continue to provide opportunities for the student(s) to:</b></p> <ul style="list-style-type: none"> <li>assist you, PT/Rehab assistant or Yr4 student</li> <li>carry out subjective assessments</li> <li>carry out objective assessments</li> <li>participate in or facilitate treatment sessions</li> <li>shadow write notes/ OR write directly into kiritaki/patient/client medical notes</li> <li>work-alongside other interprofessional members</li> <li>Where possible and if appropriate, provide progression for student(s) learning and provide opportunities for student(s) to clinically reason and create patient treatment/management plans.</li> </ul> <p><b>Discuss any concerns re: student performance with your Clinical Centre Leader or contact AUT as soon as they arise</b></p> <p><b>End of week two:</b></p> <ol style="list-style-type: none"> <li><b>Meet</b> with student(s) for end of placement feedback.</li> <li>Review the student's self-evaluation and provide your feedback. A reminder to include examples of how you have graded the student on each item.</li> </ol> <p>Contact your CCL or AUT to be at the final meeting with you and the student if you have significant concerns about their performance.</p> <p><b>Email a completed copy of the assessment form to your CCL and to the student</b></p> |